

# How can I see Travel Manager Funds Variances?

This is your BW Travel Report.

Travel Query (Unrestricted Trav. Doc Type)

Navigation block: Variable Values

Cost center	Traveler Name	Travel Authorization	Travel Date	Location	Trip Purpose	Commitments	Disbursements
512210	TOUFECTIS KIM W	51-221-040006	02/02/2004	LANGLEY AFB,VA	SITE VISIT	\$ 147.50	\$ 0.00
10FMA00	CHESLEY STEPHEN E	10-F0400130	02/02/2004	WALL OPS ISLAND,VA	MEETING	\$ 127.00	\$ 0.00
10FTA00	HU WEI-YEN	10-J0400066	12/15/2003	NEW ORLEANS,LA	MEETING	\$ 541.33	\$ 541.33
10GGA00	BATKIN MARK R	10-G0400059	01/28/2004	WALL OPS ISLAND,VA	OTHER (see below)	\$ 301.00	\$ 0.00
10JAA00	BAYON MARIAD	10-J0330348	09/30/2003	MAYAGUEZ P.R	SITE VISIT	\$ 245.15	\$ 245.15
		10-J0400045	11/18/2003	ST. MICHAELS,MD	MEETING	\$ 749.02	\$ 749.02
	CHAVEZ HECTOR	10CP04T-106	#	#	Not assigned	\$ 4,182.00	\$ 0.00
	DOMINGUEZ OLGAM	10-J0400011	10/20/2003	*NASA MARSHALL SPACE FLIGHT CENTER,AL	CONFERENCE ATTEND,ANC	\$ 376.32	\$ 376.32
		10-J0400053	11/18/2003	ST. MICHAELS,MD	MEETING	\$ 561.74	\$ 561.74
		10-J0400069	#	#	Not assigned	\$ 115.51	\$ 115.51
	MURPHY DE ANNAB	10-J0400037	11/18/2003	ST. MICHAELS,MD	MEETING	\$ 563.00	\$ 563.00
		10-J0400046	11/12/2003	WALL OPS ISLAND,VA	MEETING	\$ 61.65	\$ 61.65
	SUTTON JEFFREYE	10-J0400010	10/20/2003	HUNTSVILLE,AL	CONFERENCE ATTEND,ANC	\$ 1,282.27	\$ 1,282.27
	WERNER JAMES D.	10-J0400103	01/11/2004	*NASA HEADQUARTERS,D.C	OTHER (see below)	\$ 833.70	\$ 0.00
10JAA01		10-J0400103 (CBA)	#	#	Not assigned	\$ 948.70	\$ 0.00
	BAYON MARIAD	10-J0400015	10/20/2003	HUNTSVILLE,AL	CONFERENCE ATTEND,ANC	\$ 1,154.10	\$ 1,154.10
	SUTTON JEFFREYE	10-J0400054	11/18/2003	ST. MICHAELS,MD	MEETING	\$ 704.50	\$ 0.00
10JE A00		10-J0400127	#	#	Not assigned	\$ 29.60	\$ 29.60
	AMIDEIDA MD A	10-J0330341	10/01/2003	*JPL-NASA-PASADENA,CA	SITE VISIT	\$ 2,027.95	\$ 2,027.95
		10-J0400012	10/15/2003	*JPL-NASA-PASADENA,CA	OTHER (see below)	\$ 5,790.98	\$ 2,895.49
		10-J0400023	11/03/2003	*JPL-NASA-PASADENA,CA	OTHER (see below)	\$ 1,170.21	\$ 1,170.21
		10-J0400068	12/01/2003	*JPL-NASA-PASADENA,CA	MEETING	\$ 2,393.92	\$ 2,393.92
		10-J0400105	01/19/2004	*JPL-NASA-PASADENA,CA	MEETING	\$ 957.08	\$ 0.00
		10-J0400106	01/27/2004	*JPL-NASA-PASADENA,CA	MEETING	\$ 835.78	\$ 0.00
		Not assigned	02/09/2004	NEW ORLEANS,LA	MEETING	\$ 1.06	\$ 1.06

Step 1: Use your CSV Icon  to export this report into Excel.

## Export to Excel via CSV



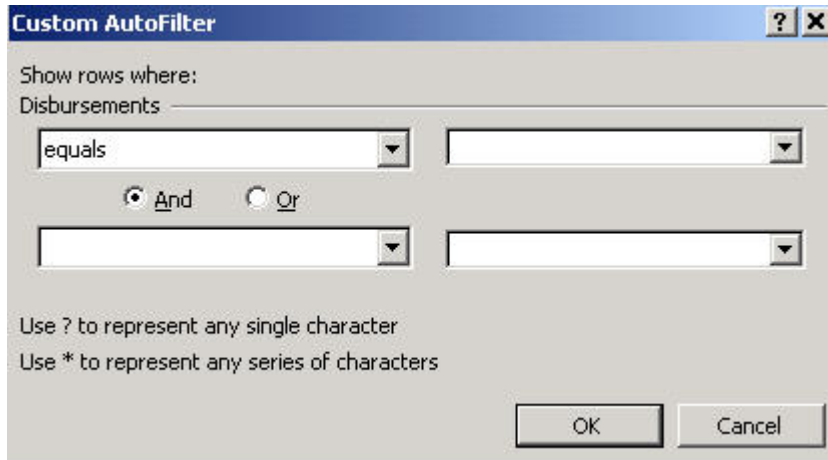
1. From the Toolbar, click the Export to CSV Icon
2. Text will appear in an Excel sheet.
3. Highlight Column A
4. From the menu, select **Data | Text to Columns**
5. Original Data Type = Delimited - Click **NEXT**
6. Delimiters = Semicolon - Click **NEXT**
7. Click **FINISHED**
8. Save File as Excel and use the Browser's **BACK** button to return to BW.

This is your document.CSV exported and text-to-columns completed in Excel. It's now ready to manipulate.

	A	B	C	D	E	F	G	H
1	Cost center	Traveler Name	Travel Authorizati	Travel Date	Location	Trip Purpose	Commitment	Disbursements
2	512210	TOUFECTIS KIM W	51-221-040006	2/2/2004	LANGLEY AF	SITE VISIT	\$147.50	\$0.00
3	10FMA00	CHESLEY STEPHEN E	10-F0400130	2/2/2004	WALLOPS ISI	MEETING	\$127.00	\$0.00
4	10FTA00	HU WEL-YEN	10-J0400066	12/15/2003	NEW ORLEAI	MEETING	\$541.33	\$541.33
5	10GGA00	BATKIN MARK R	10-G0400059	2/2/2004	*NASA LANGI	OTHER (see b	\$177.07	\$0.00
6	10JAA00	BAYON MARIA D	10-J0330348	9/30/2003	MAYAGUEZ,F	SITE VISIT	\$245.15	\$245.15
7	10JAA00	BAYON MARIA D	10-J0400045	11/18/2003	ST. MICHAEL	MEETING	\$749.02	\$749.02
8	10JAA00	CHAVEZ HECTOR	10CP04T-106	#	#	Not assigned	\$4,182.00	\$0.00
9	10JAA00	DOMINGUEZ OLGA M	10-J0400011	10/20/2003	*NASA MARS	CONFERENC	\$376.32	\$376.32
10	10JAA00	DOMINGUEZ OLGA M	10-J0400053	11/18/2003	ST. MICHAEL	MEETING	\$561.74	\$561.74
11	10JAA00	DOMINGUEZ OLGA M	10-J0400069	#	#	Not assigned	\$115.51	\$115.51
12	10JAA00	MURPHY DEANNA B	10-J0400037	11/18/2003	ST. MICHAEL	MEETING	\$563.00	\$563.00
13	10JAA00	MURPHY DEANNA B	10-J0400046	11/12/2003	WALLOPS ISI	MEETING	\$61.65	\$61.65
14	10JAA00	SUTTON JEFFREY E	10-J0400010	10/20/2003	HUNTSVILLE	CONFERENC	\$1,282.27	\$1,282.27
15	10JAA00	WERNER JAMES D.	10-J0400103	1/11/2004	*NASA HEAD	OTHER (see b	\$833.70	\$0.00
16	10JAA00	WERNER JAMES D.	10-J0400103 (CBA)	#	#	Not assigned	\$948.70	\$0.00
17	10JAA01	BAYON MARIA D	10-J0400015	10/20/2003	HUNTSVILLE	CONFERENC	\$1,154.10	\$1,154.10
18	10JAA01	SUTTON JEFFREY E	10-J0400054	11/18/2003	ST. MICHAEL	MEETING	\$704.50	\$0.00
19	10JAA01	SUTTON JEFFREY E	10-J0400127	#	#	Not assigned	\$29.60	\$29.60
20	10JEA00	AMIDEI DAVID A	10-J0330341	10/1/2003	*JPL-NASA-P	SITE VISIT	\$2,027.95	\$2,027.95
21	10JEA00	AMIDEI DAVID A	10-J0400012	10/15/2003	*JPL-NASA-P	OTHER (see b	\$5,790.98	\$2,895.49
22	10JEA00	AMIDEI DAVID A	10-J0400023	11/3/2003	*JPL-NASA-P	OTHER (see b	\$1,170.21	\$1,170.21
23	10JEA00	AMIDEI DAVID A	10-J0400068	12/1/2003	*JPL-NASA-P	MEETING	\$2,393.92	\$2,393.92
24	10JEA00	AMIDEI DAVID A	10-J0400105	1/19/2004	*JPL-NASA-P	MEETING	\$957.08	\$957.08
25	10JEA00	AMIDEI DAVID A	10-J0400106	1/27/2004	*JPL-NASA-P	MEETING	\$835.78	\$835.78
26	10JEA00	AMIDEI DAVID A	Not assigned	3/13/2004	LONDON,GBF	CONFERENC	\$1.06	\$1.06

## Step 2: Further manipulation is needed in Excel:

1. Click on Data/Filter/Auto Filter
2. Click on Drop Down for Disbursements
3. Click on the Custom choice. A screen pops up like the one below.



Custom AutoFilter

Show rows where:

Disbursements

equals

And Or

Use ? to represent any single character

Use \* to represent any series of characters

OK Cancel

4. Click on the drop down arrow next to "equal" and choose "is Greater than"
5. Click on the drop down arrow in the next field to the right and select "\$0.00"
6. Click on OK.

Your report no longer shows the zeros.

Cost ce	Traveler	Travel A	Travel Da	Location	Trip Pur	Commitmen	Disbursemen
10FTA00	HU WEI-Y	10-J04000	12/15/2003	NEW ORL	MEETING	\$541.33	\$541.33
10JAA00	BAYON M	10-J03303	9/30/2003	MAYAGUE	SITE VISIT	\$245.15	\$245.15
10JAA00	BAYON M	10-J04000	11/18/2003	ST. MICHA	MEETING	\$749.02	\$749.02
10JAA00	DOMINGU	10-J04000	10/20/2003	*NASA MA	CONFERE	\$376.32	\$376.32
10JAA00	DOMINGU	10-J04000	11/18/2003	ST. MICHA	MEETING	\$561.74	\$561.74
10JAA00	DOMINGU	10-J04000	#	#	Not assign	\$115.51	\$115.51
10JAA00	MURPHY	10-J04000	11/18/2003	ST. MICHA	MEETING	\$563.00	\$563.00
10JAA00	MURPHY	10-J04000	11/12/2003	WALLOPS	MEETING	\$61.65	\$61.65
10JAA00	SUTTON J	10-J04000	10/20/2003	HUNTSVIL	CONFERE	\$1,282.27	\$1,282.27
10JAA01	BAYON M	10-J04000	10/20/2003	HUNTSVIL	CONFERE	\$1,154.10	\$1,154.10
10JAA01	SUTTON J	10-J04001	#	#	Not assign	\$29.60	\$29.60
10JEA00	AMIDEI D	10-J03303	10/1/2003	*JPL-NAS	SITE VISIT	\$2,027.95	\$2,027.95
10JEA00	AMIDEI D	10-J04000	10/15/2003	*JPL-NAS	OTHER (s	\$5,790.98	\$2,895.49
10JEA00	AMIDEI D	10-J04000	11/3/2003	*JPL-NAS	OTHER (s	\$1,170.21	\$1,170.21
10JEA00	AMIDEI D	10-J04000	12/1/2003	*JPL-NAS	MEETING	\$2,393.92	\$2,393.92
10JEA00	AMIDEI D	Not assign	2/9/2004	NEW ORL	MEETING	\$1.06	\$1.06
10JEA00	BIESS THI	10-J04000	11/21/2003	CHARLOT	MEETING	\$129.11	\$129.11
10JEA00	CLARKE A	10-J04000	10/17/2003	NEW HAV	CONFERE	\$590.02	\$590.02

## How can I see Travel Manager Funds Variances?

### 3: Now we need to create a formula.

1. In the next column, create a formula to subtract commitments from disbursements. See below.

Cost ce	Traveler	Travel A	Travel Da	Location	Trip Pur	Commitmen	Disbursemen	
10FTA00	HU WEI-Y	10-J04000	12/15/2003	NEW ORL	MEETING	\$541.33	\$541.33	=G4-H4
10JAA00	BAYON M	10-J03303	9/30/2003	MAYAGUE	SITE VISIT	\$245.15	\$245.15	
10JAA00	BAYON M	10-J04000	11/18/2003	ST. MICHA	MEETING	\$749.02	\$749.02	
10JAA00	DOMINGU	10-J04000	10/20/2003	*NASA MA	CONFERE	\$376.32	\$376.32	
10JAA00	DOMINGU	10-J04000	11/18/2003	ST. MICHA	MEETING	\$561.74	\$561.74	

2. Pressing Enter allows the formula to work.
3. Now, copy this formula down the column to the end of your rows.

### Step 4: Investigate the difference

1. Examine the last column.

Cost ce	Traveler	Travel A	Travel Da	Location	Trip Pur	Commitmen	Disbursemen	
10FTA00	HU WEI-Y	10-J04000	12/15/2003	NEW ORL	MEETING	\$541.33	\$541.33	\$0.00
10JAA00	BAYON M	10-J03303	9/30/2003	MAYAGUE	SITE VISIT	\$245.15	\$245.15	\$0.00
10JAA00	BAYON M	10-J04000	11/18/2003	ST. MICHA	MEETING	\$749.02	\$749.02	\$0.00
10JAA00	DOMINGU	10-J04000	10/20/2003	*NASA MA	CONFERE	\$376.32	\$376.32	\$0.00
10JAA00	DOMINGU	10-J04000	11/18/2003	ST. MICHA	MEETING	\$561.74	\$561.74	\$0.00
10JAA00	DOMINGU	10-J04000	#	#	Not assign	\$115.51	\$115.51	\$0.00
10JAA00	MURPHY	10-J04000	11/18/2003	ST. MICHA	MEETING	\$563.00	\$563.00	\$0.00
10JAA00	MURPHY	10-J04000	11/12/2003	WALLOPS	MEETING	\$61.65	\$61.65	\$0.00
10JAA00	SUTTON J	10-J04000	10/20/2003	HUNTSVIL	CONFERE	\$1,282.27	\$1,282.27	\$0.00
10JAA01	BAYON M	10-J04000	10/20/2003	HUNTSVIL	CONFERE	\$1,154.10	\$1,154.10	\$0.00
10JAA01	SUTTON J	10-J04001	#	#	Not assign	\$29.60	\$29.60	\$0.00
10JEA00	AMIDEI D	10-J03303	10/1/2003	*JPL-NAS	SITE VISIT	\$2,027.95	\$2,027.95	\$0.00
10JEA00	AMIDEI D	10-J04000	10/15/2003	*JPL-NAS	OTHER (s	\$5,790.98	\$2,895.49	\$2,895.49

2. If the results are not zero, you should investigate the amount. *Should the funds be returned to your organization or should be left as is?*